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Training 3

DD/S 64-1447
10 March 1964

MEMORANDUM FOR: Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Director of Finance
Chief, Medical Staff

SUBJECT : Midcareer Training Program

1. A memorandum has been received from the Chairman of the Training Selection Board requesting certain information relative to the Mid-career Training Program.

2. To facilitate the implementation of a sound and coordinated Midcareer Course, it is necessary that the following information be received:

- a. Criteria used in selecting employees.
- b. Age.
- c. Grade.
- d. Methods of evaluating performance and growth potential.
- e. Number of employees whom you select for midcareer training, including those who may not be selected for the formal Midcareer Training Course. (These figures should be submitted as total numbers by grade and include estimates for Fiscal Years 1965 and 1966.)

3. Your early response to this inquiry will be appreciated.

/s/
[Redacted]
Senior Training Officer
Deputy Director for Support

25X1

RBJH:lp (10 Mar 64)

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